Re-TRAC™ User Guide

Emerge Knowledge Design, Inc.

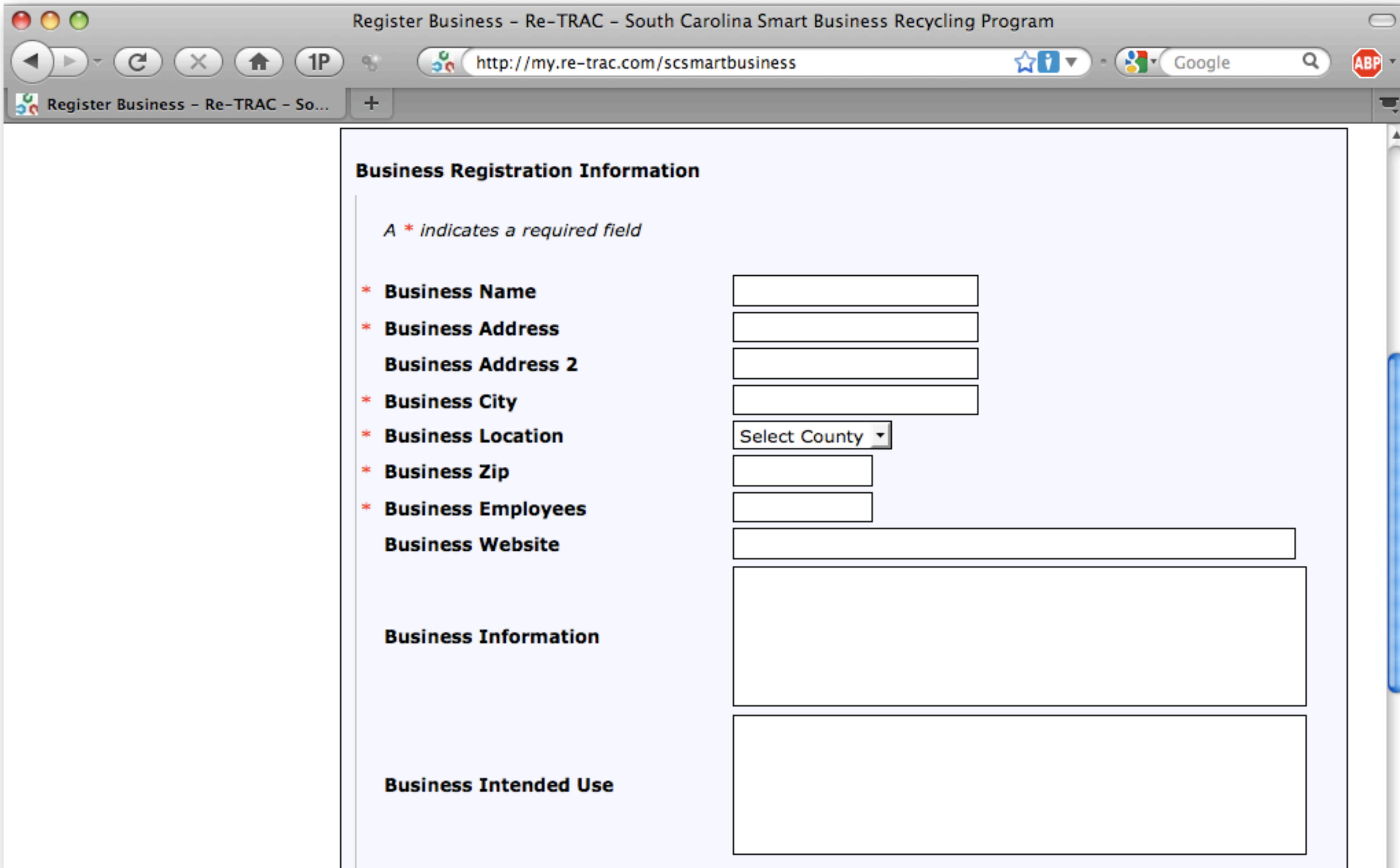
Table of Contents

Creating an Account

Step 1 - Go to the URL - http://my.re-trac.com/scsmartbusiness

Step 2 - Complete Business Registration Information

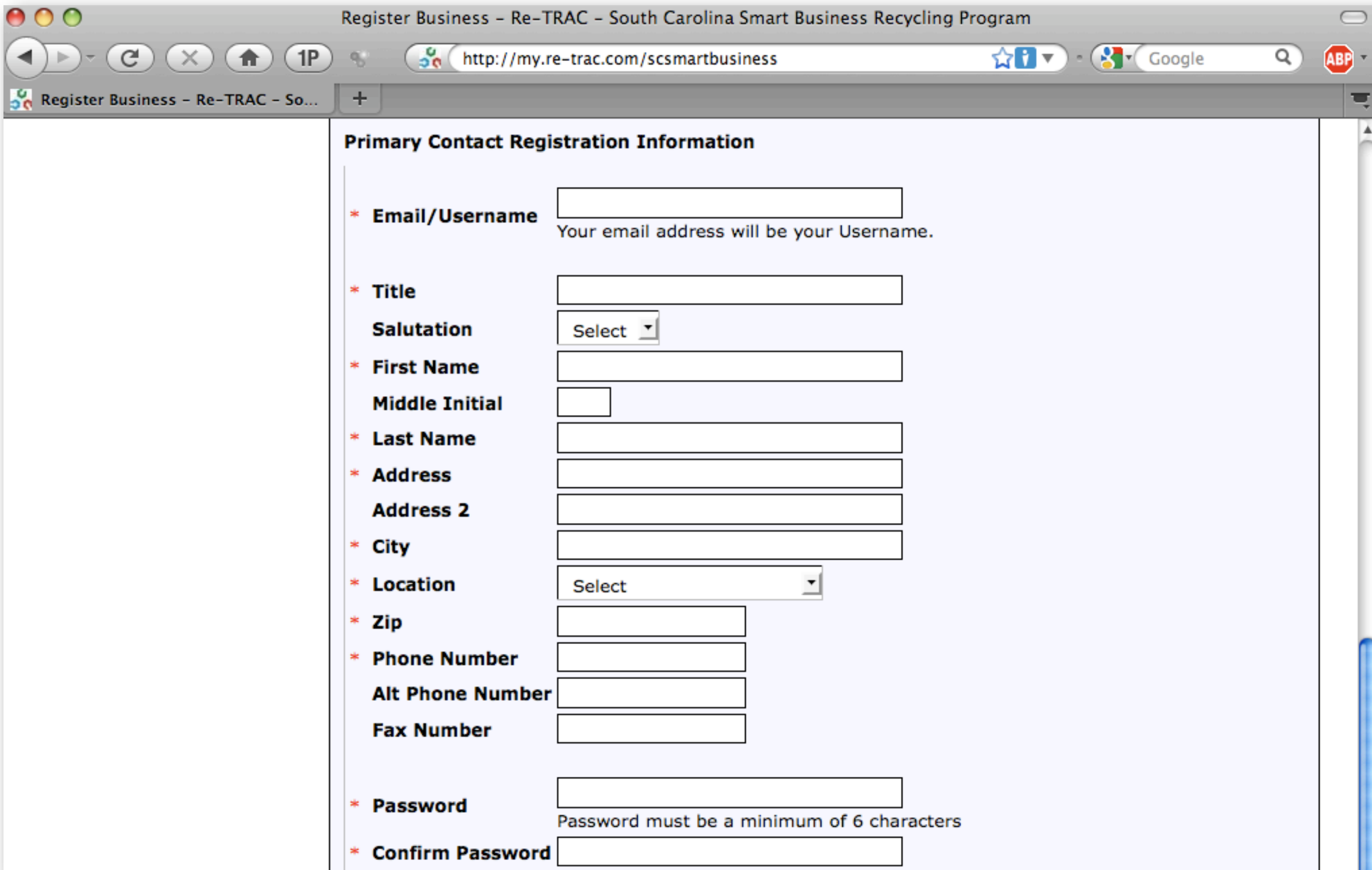
All required fields marked with a red asterisk must be filled out in order to successfully complete registration.



Step 3 - Complete Primary Contact Registration Information

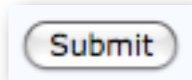
All required fields marked with a red asterisk must be filled out in order to successfully complete registration.

Note: The email address entered will be used as your username.



Step 4 - Submit Registration Form

After completing all the required fields click on the submit button. Clicking on the submit button adds your business to the South Carolina Smart Business Recycling Program and also creates your user account so that you can access the system at anytime.



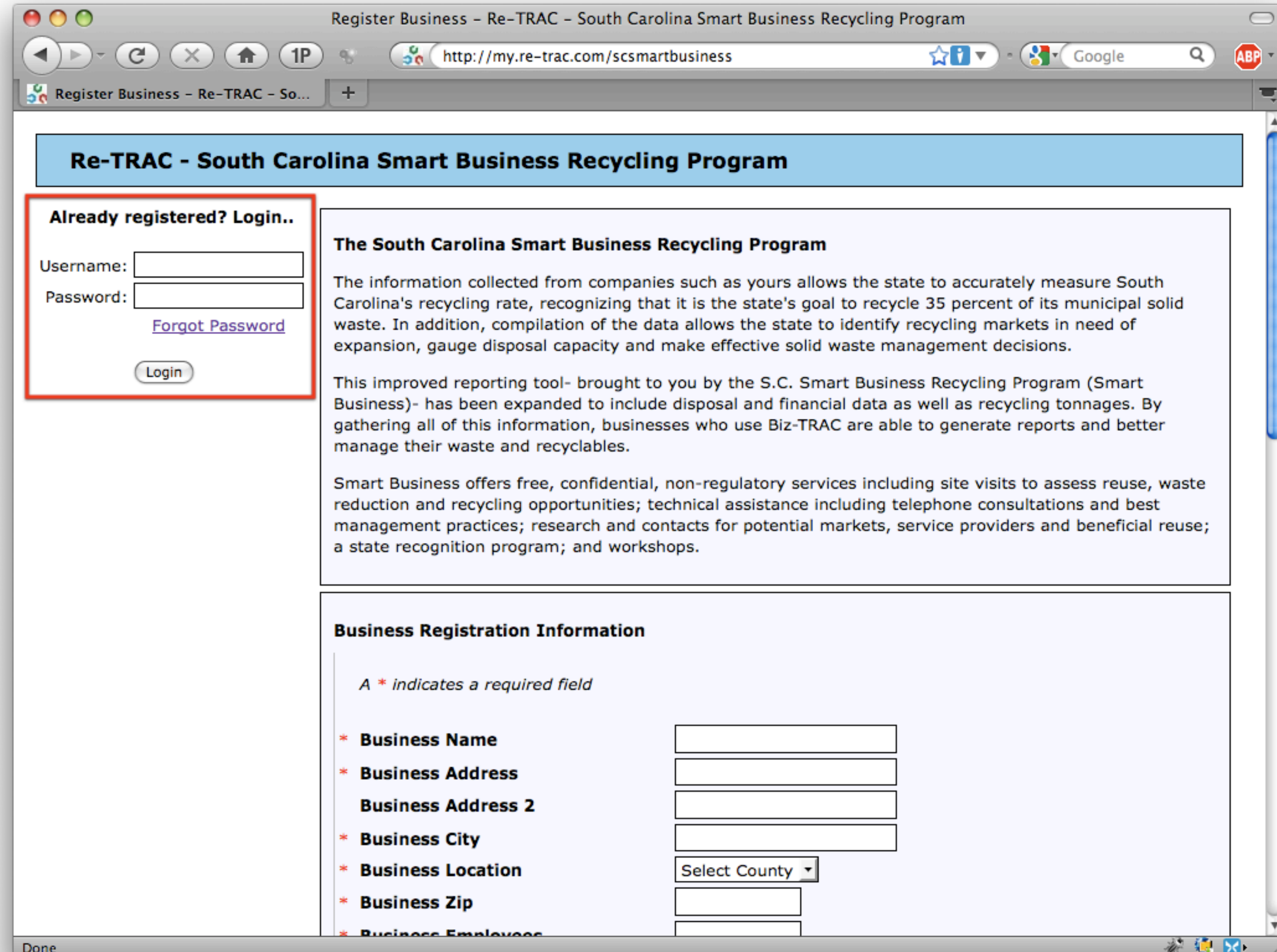
After submitting the form you will be able to login to the system immediately.

Logging In

Step 1 - Go to the URL - http://my.re-trac.com/scsmartbusiness

Step 2 - Enter Existing Account Information

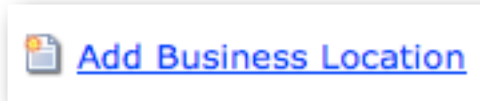
Enter in your Username/Email address and password into the text boxes located on the left hand side of the screen. Click the “Login” button to proceed.



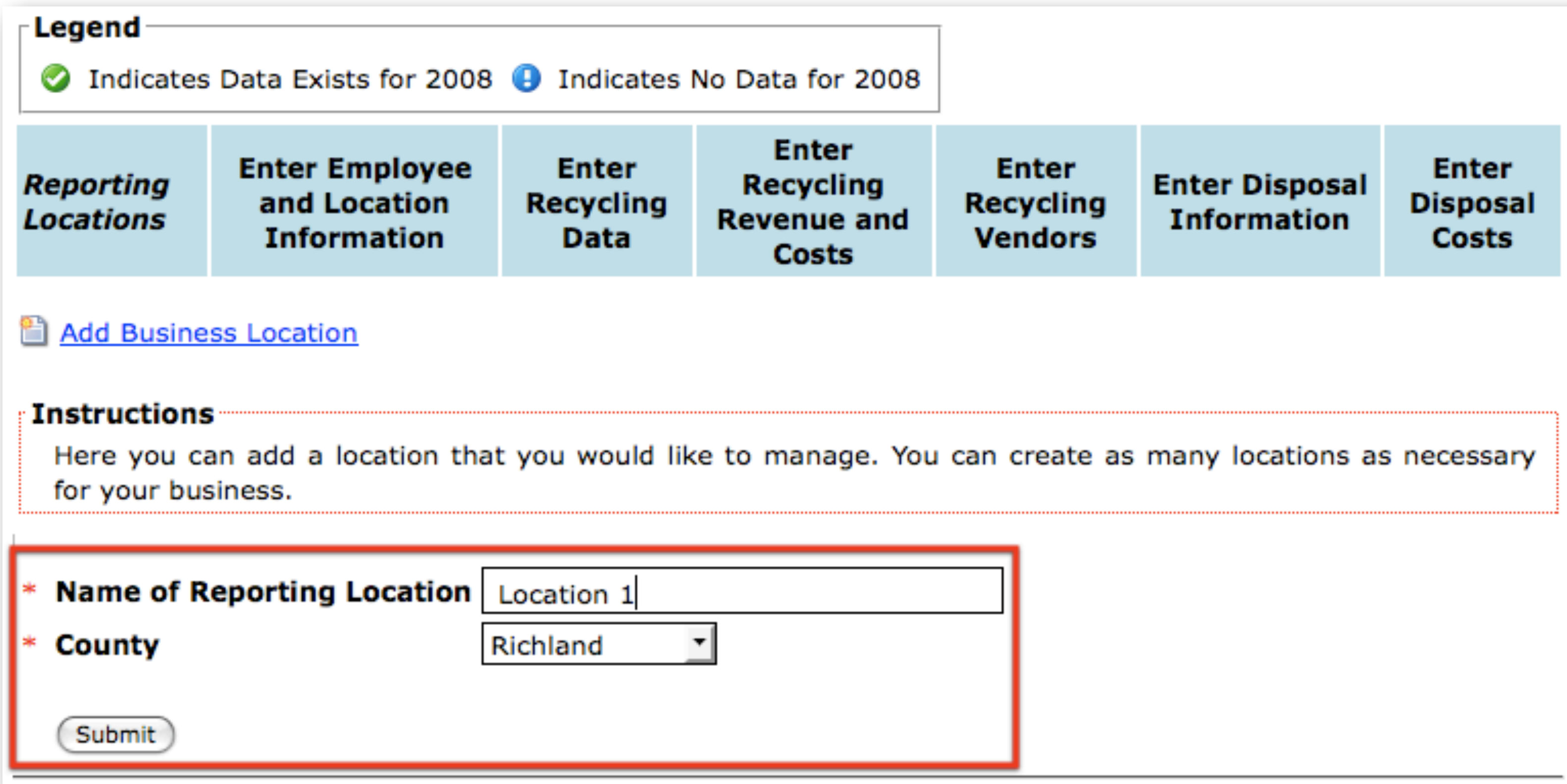
Adding a Business Reporting Location

To submit data you must add a least one reporting location. If you would like to manage and submit data for multiple locations within your organization you can do that by clicking on the “Add Business Location” button.

Step 1 - Click on the “Add Business Location” button located near the bottom of the screen.



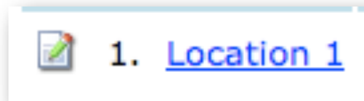
Step 2 - Type in a name for the reporting business location and select the county that it is located in.



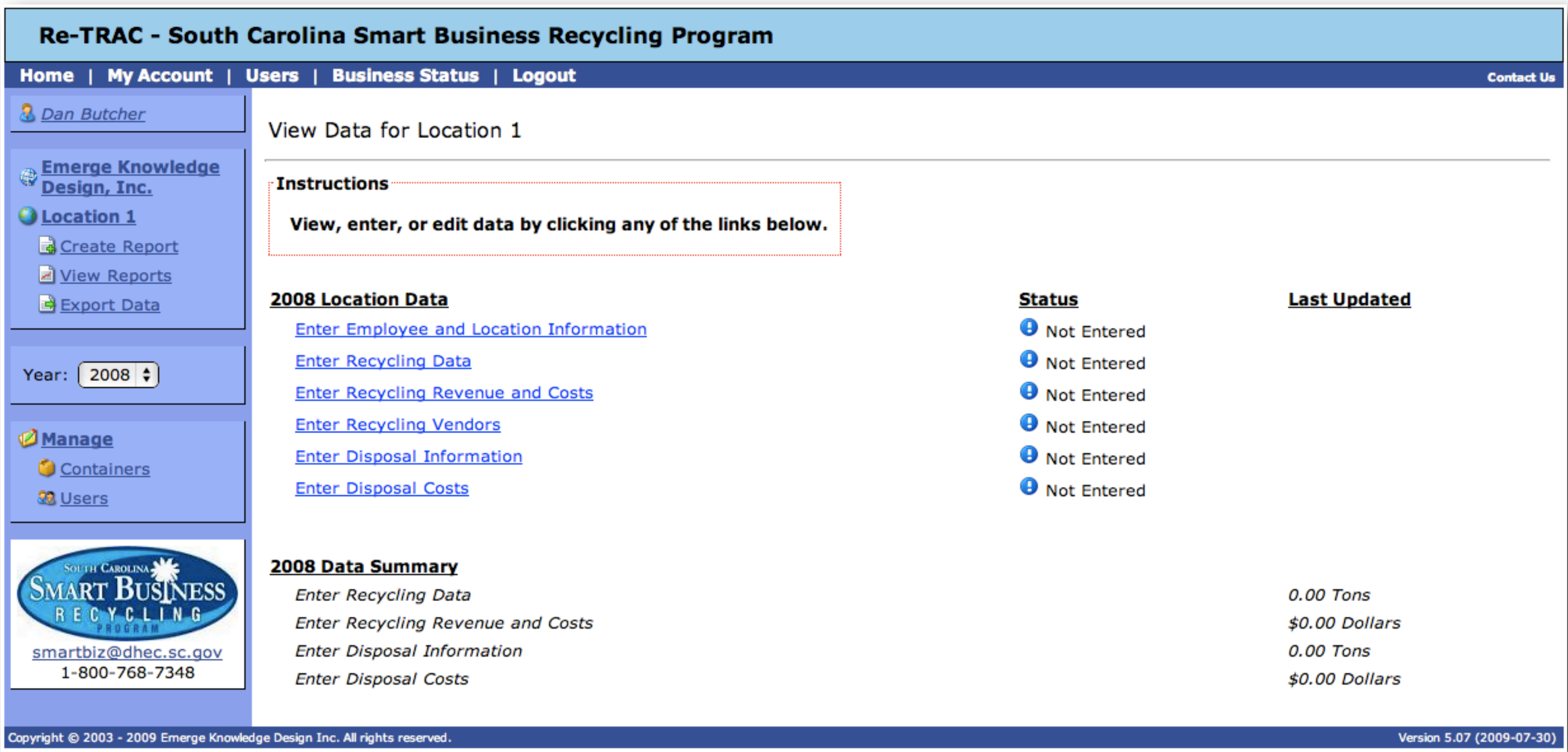
Click on the submit button to add your business reporting location. If you have successfully added a location your screen will look similar to the one shown below. You can repeat the above steps to add other locations to your organization.

Entering Data for a Business Reporting Location

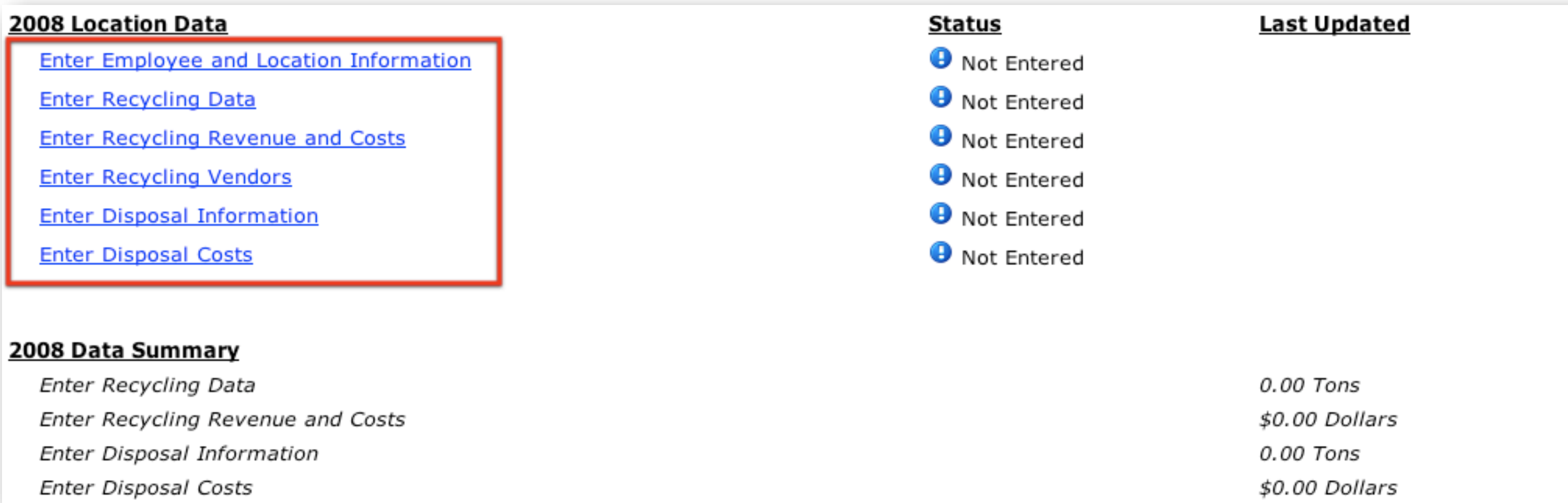
Step 1 - Click on the name of the business reporting location.



After selecting the business reporting location you will be shown a screen similar to the one below.



This screen contains links to all of the data input screens of the system.

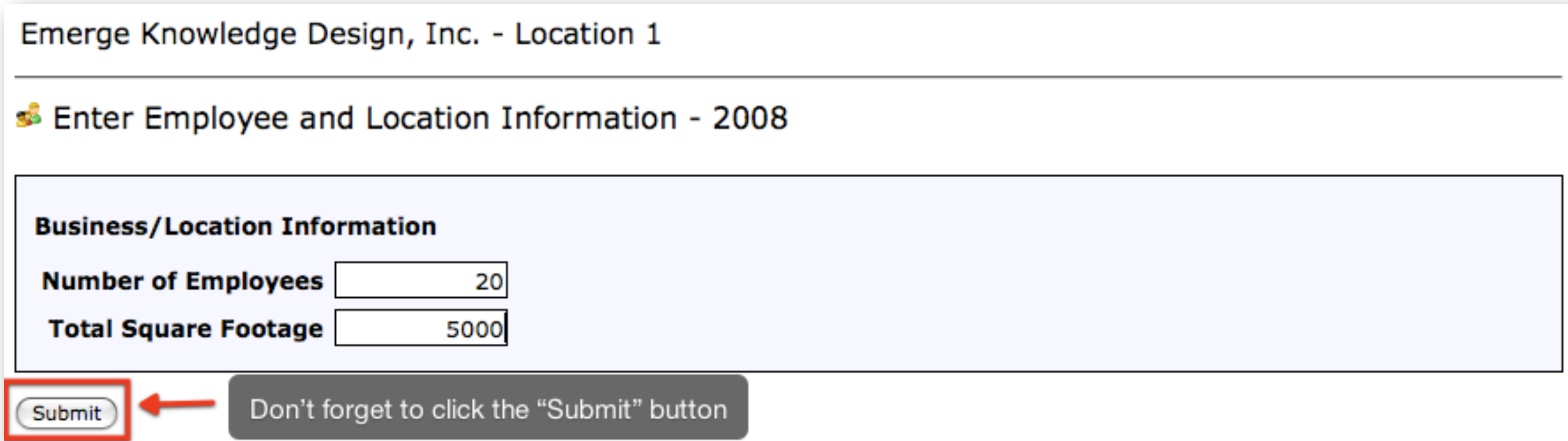


Step 2 - Enter Employee and Location Information

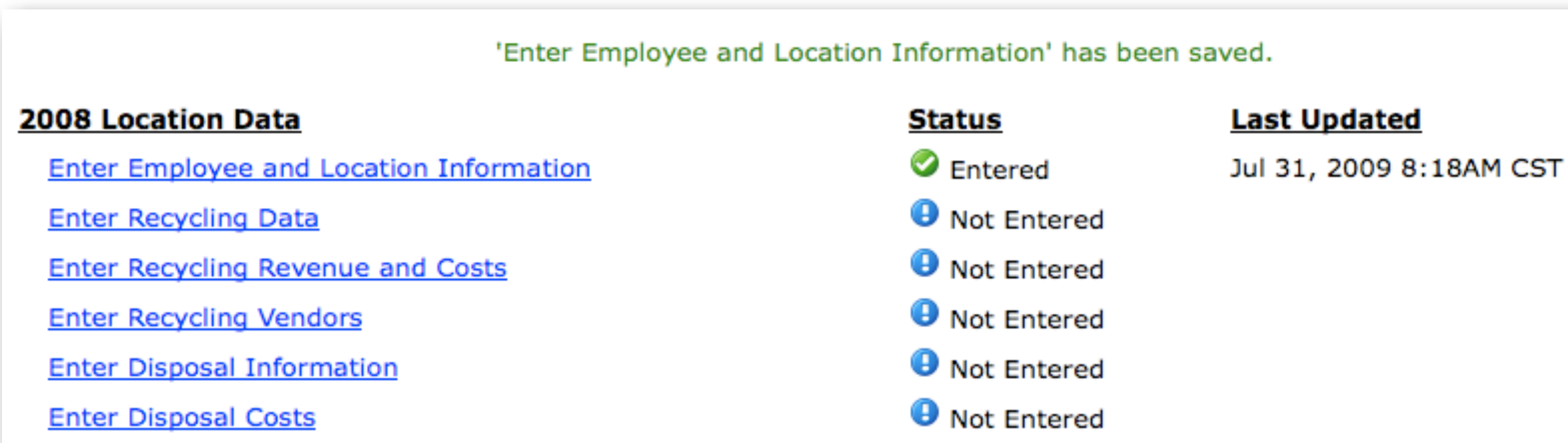
Click on the “Enter Employee and Location Information” link

Enter the number of employees that work at this business reporting location and the total square footage of the location.

Click the submit button to save your answers.

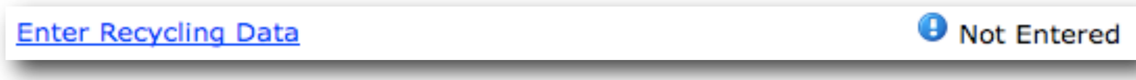


If you have entered the "Employee and Location Information" data correctly you will see a green check mark beside the link.

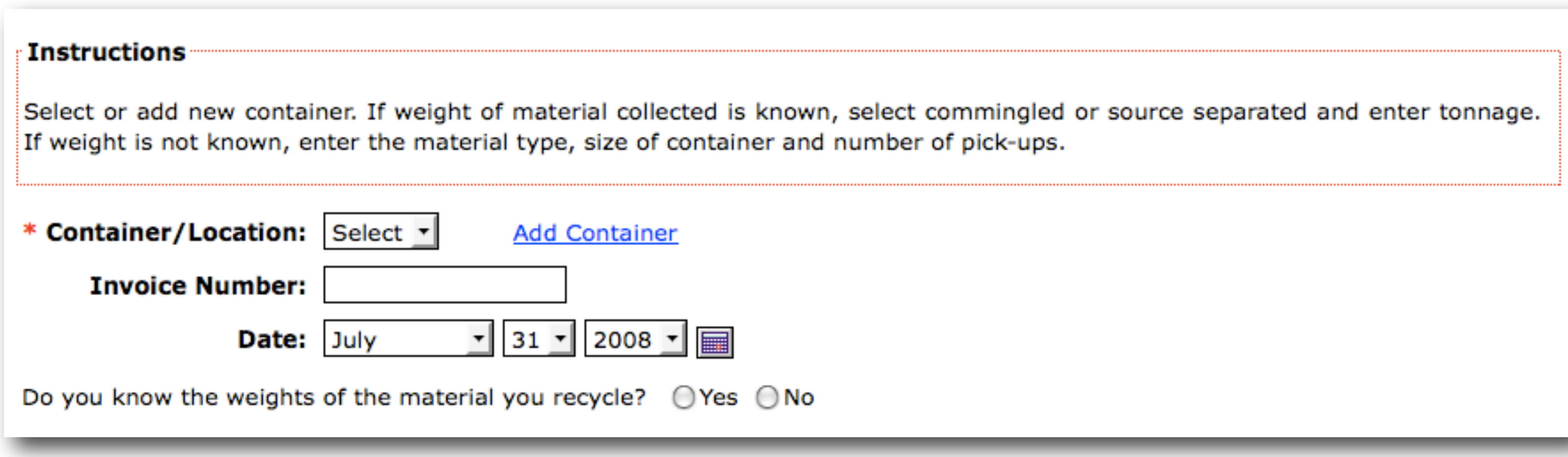


Step 3 - Enter Recycling Data

Click on the “Enter Recycling Data” link

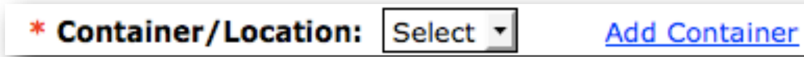


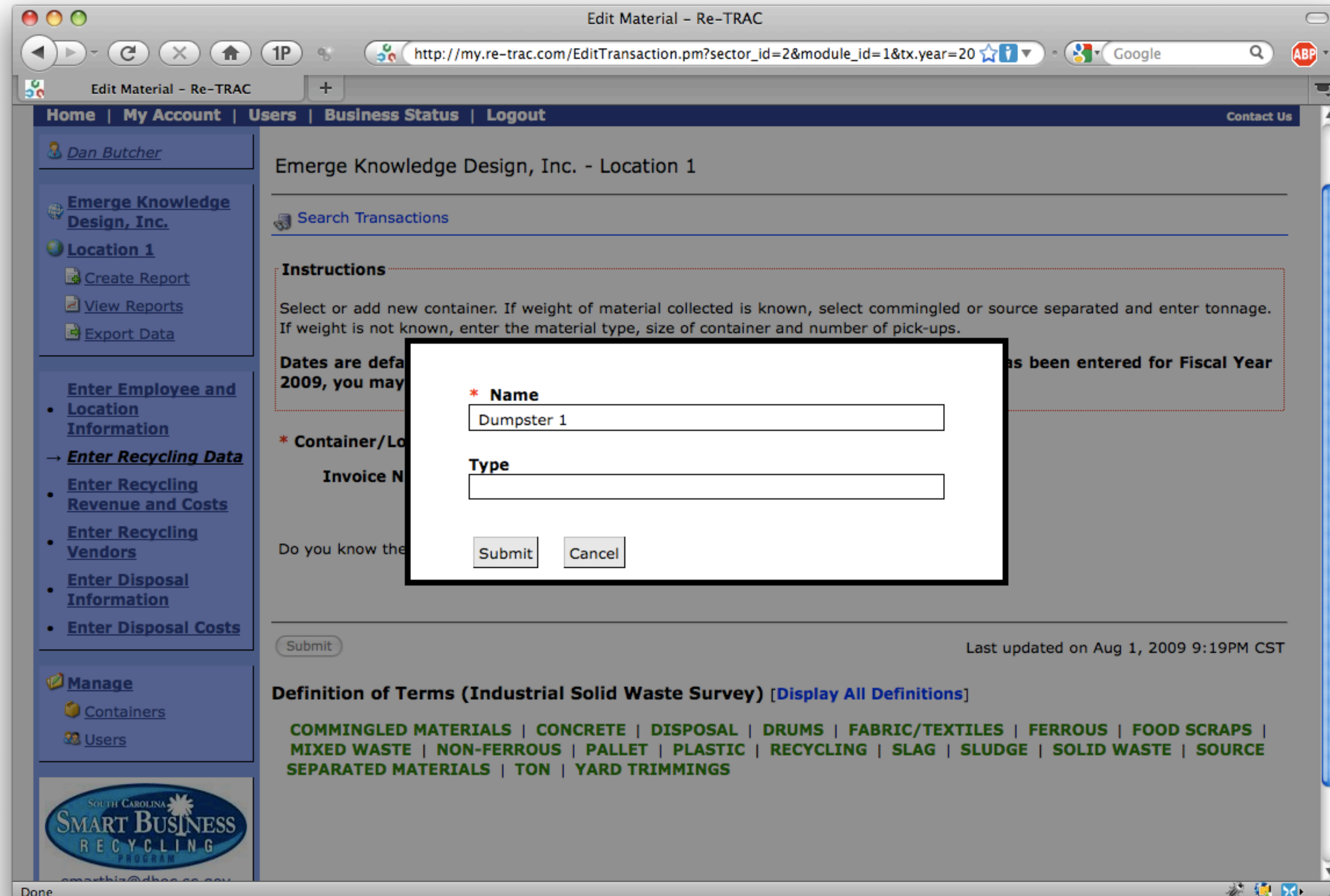
A screen similar to the one shown below will be displayed.



Add a “Container/Location” by clicking on the “Add Container” button. Type in the “Name” of the container.

Note: Container is a required field to submit the transaction successfully.

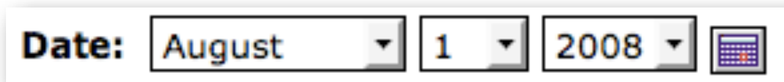




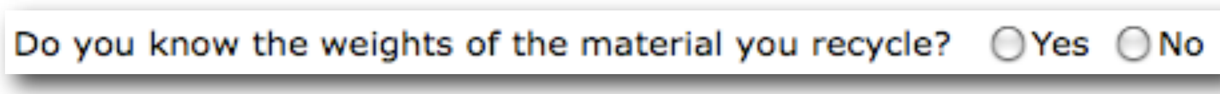
Once adding a Container/Location to the drop down it will show up in all future transactions.

If you are able to specify a an invoice number for the transaction you are entering you can do this in the invoice number text box. Note that this is **not** a required field so if this information does not exist then you can leave the field blank.

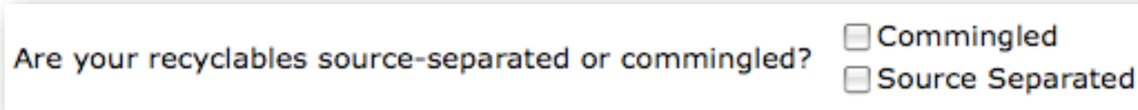
Enter the date for the transaction.



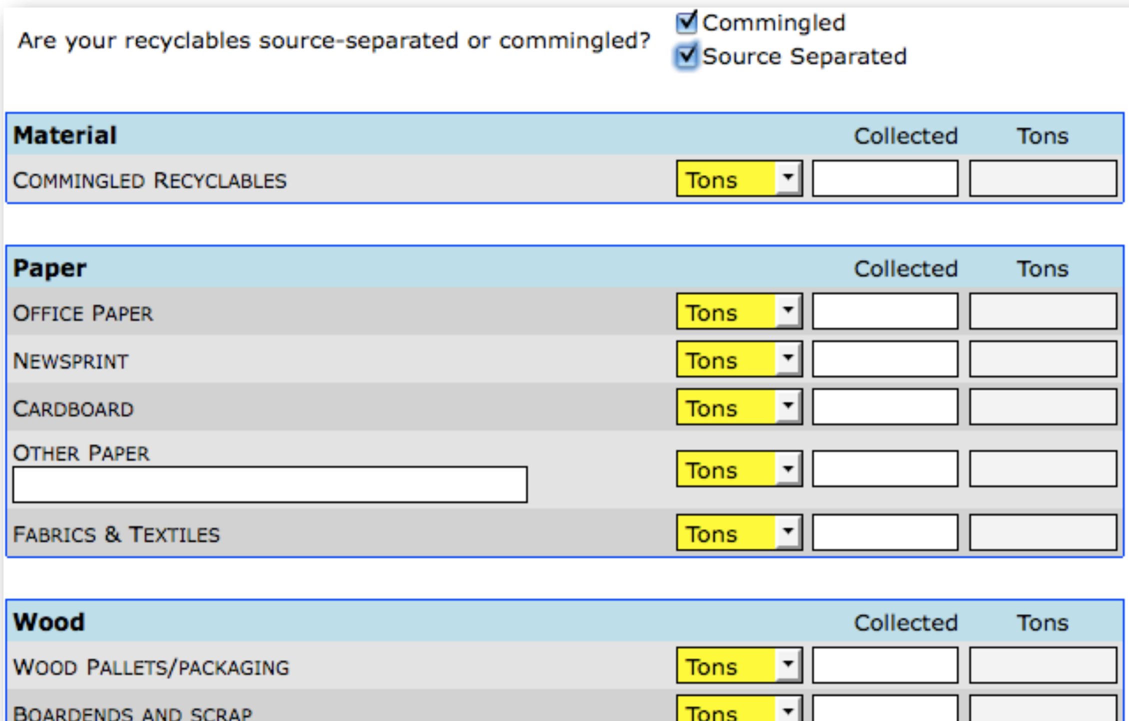
You are then prompted with a question about the weights of material you recycle (shown below). If your business collects detailed information on the weights of the different materials you recycle e.g. paper or if you know a total commingled weight for all of your recycled material then click the “Yes” option. If you don’t know these weights click on the “No” option.



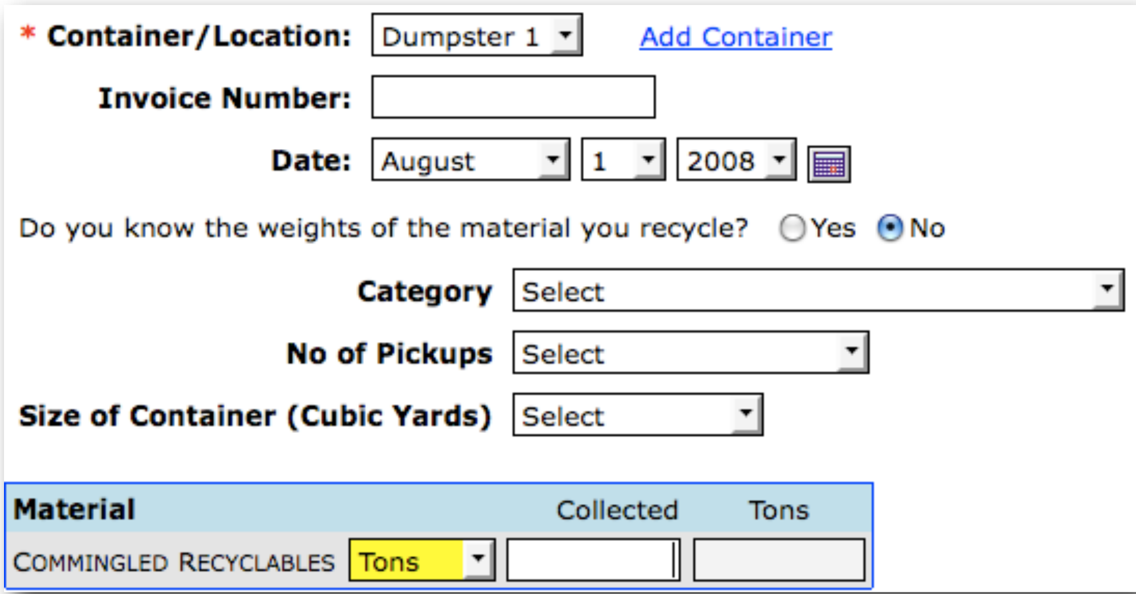
If you selected “Yes” your screen will refresh prompting you to select “Commingled” and/or “Source Separated”.



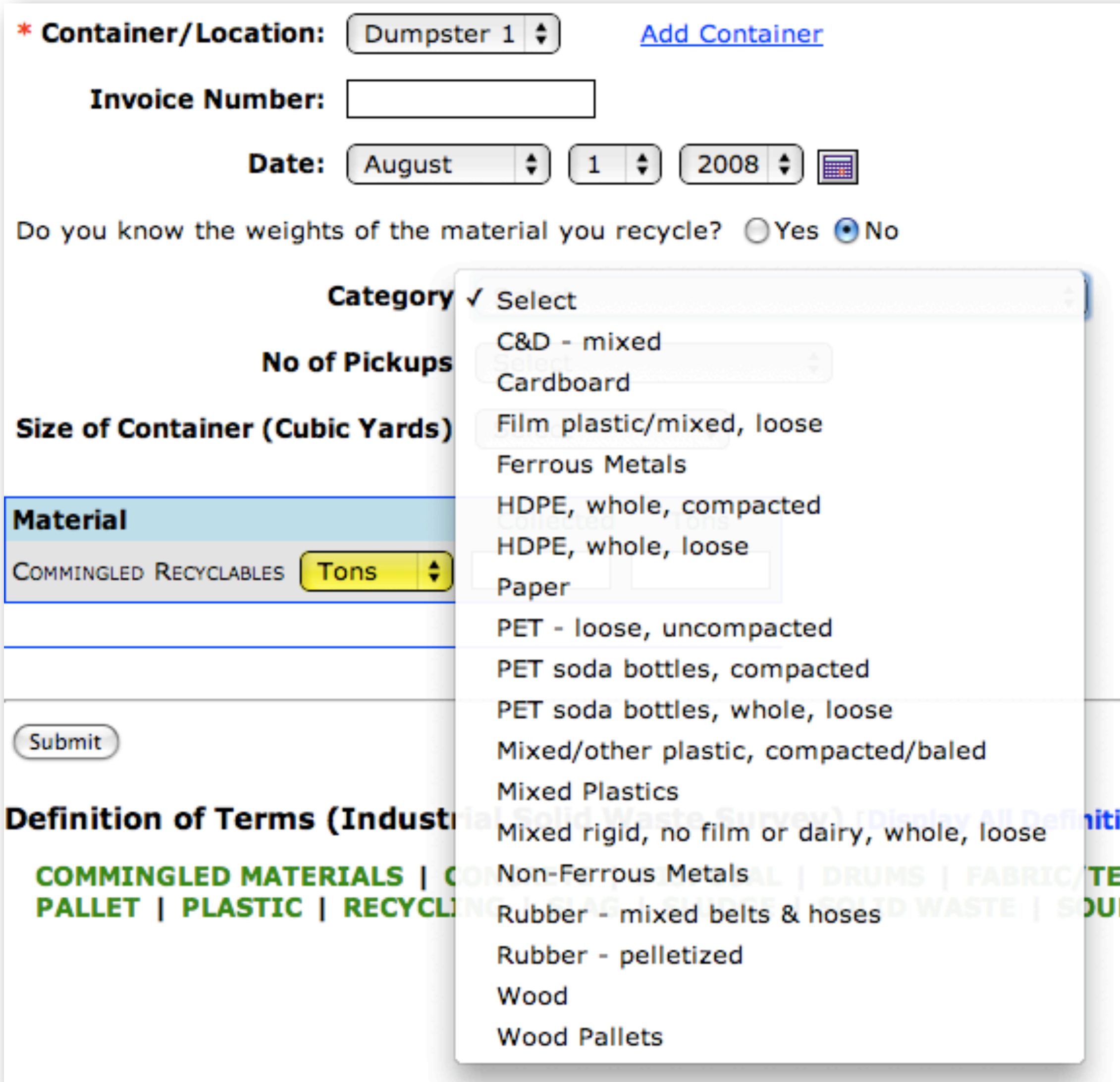
There will be situations where your business may know specific weights of some materials and a total weight for other materials. If this is the case, select both “Commingled” and “Source Separated”. Enter the weight for the materials that you do have weights for and then put the remaining weight of materials in the “Commingled” text box.



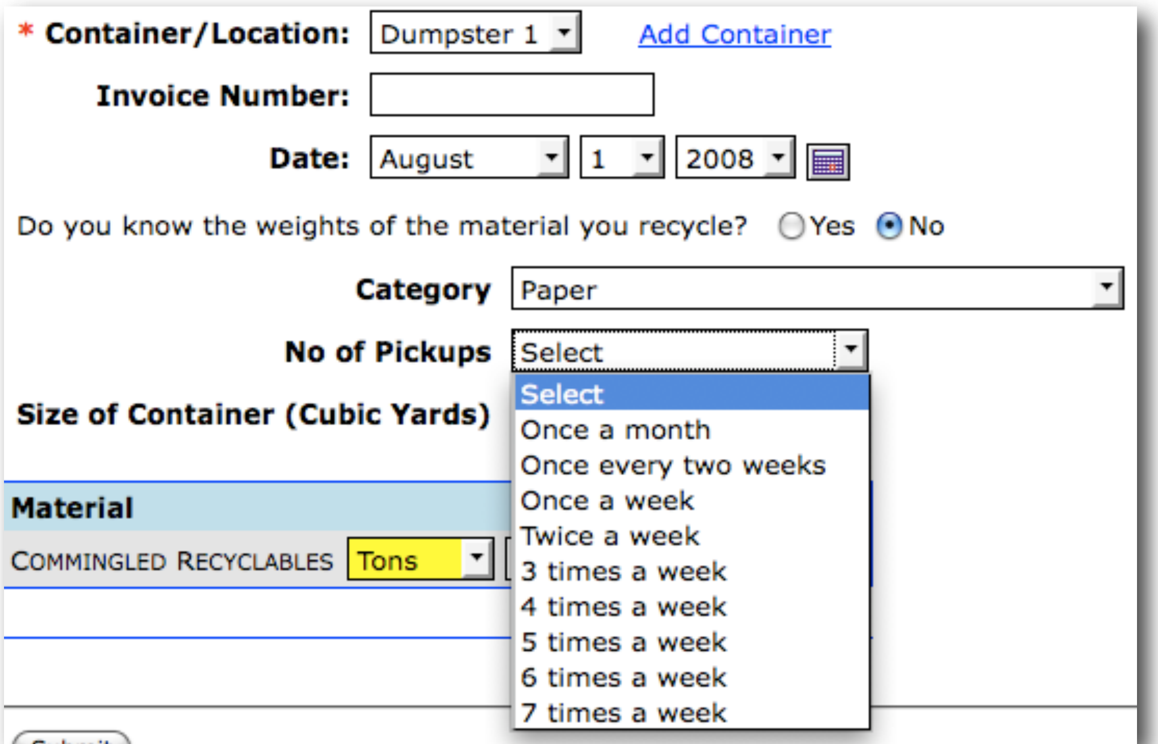
If you selected "No" and don't know any weights of the materials that your business recycles you will be prompted with the below screen. This screen allows you to estimate the amount that is being recycled by selecting different options.



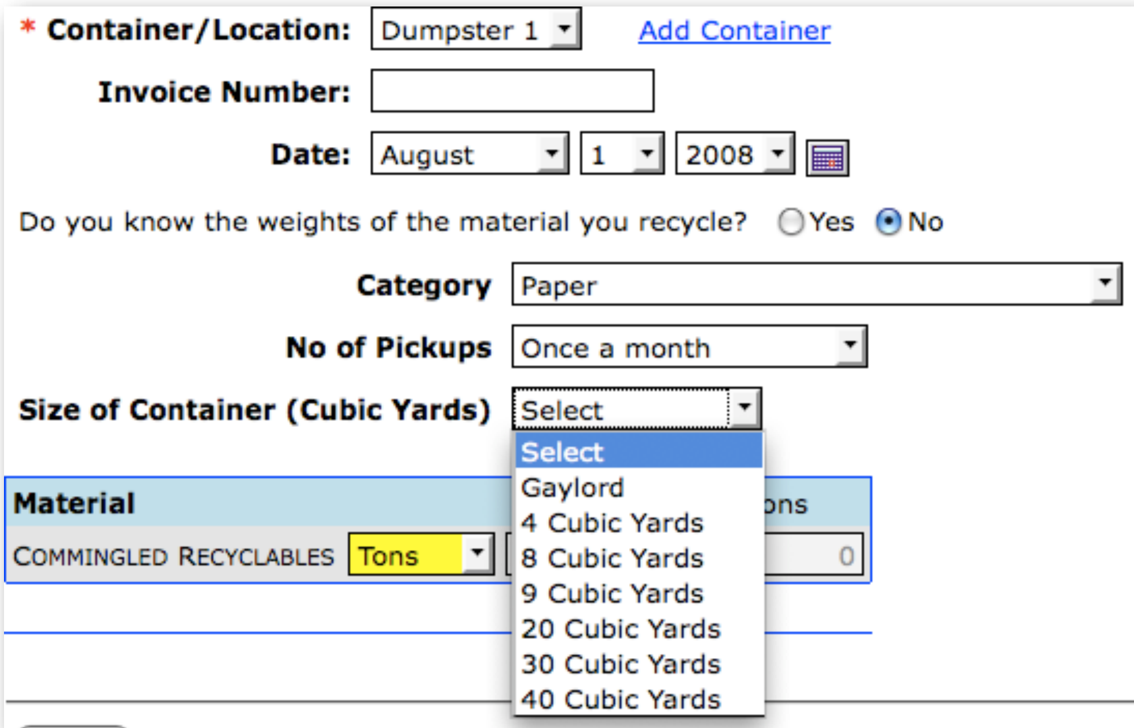
The first option is “Category”. This drop down menu contains a list of broad material categories. Select a material category that you collect.



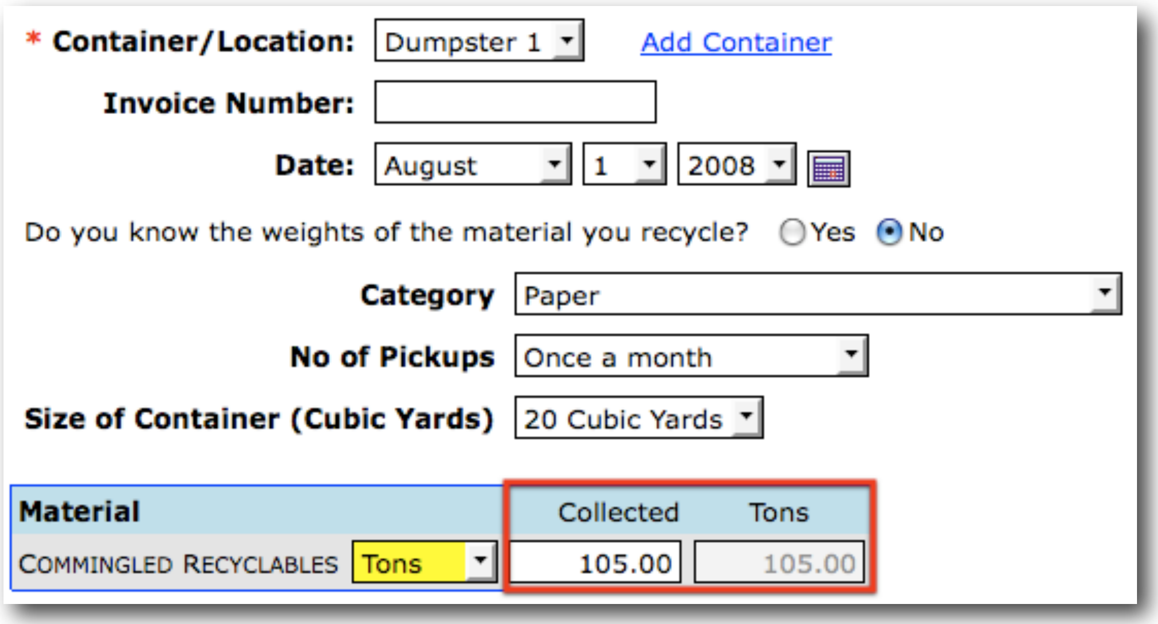
The second option is “Number of Pickups”. This drop down menu contains a list of frequencies in which the previous selected material category is picked up. Select the appropriate frequency from the drop down menu.



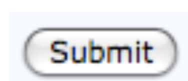
The third option is “Size of Container”. Select the size of the container used for the previously selected Category and Material.



After all of the different options have been selected the system will calculate an estimated commingled material total. The screen will place this total in the appropriate fields as shown below.

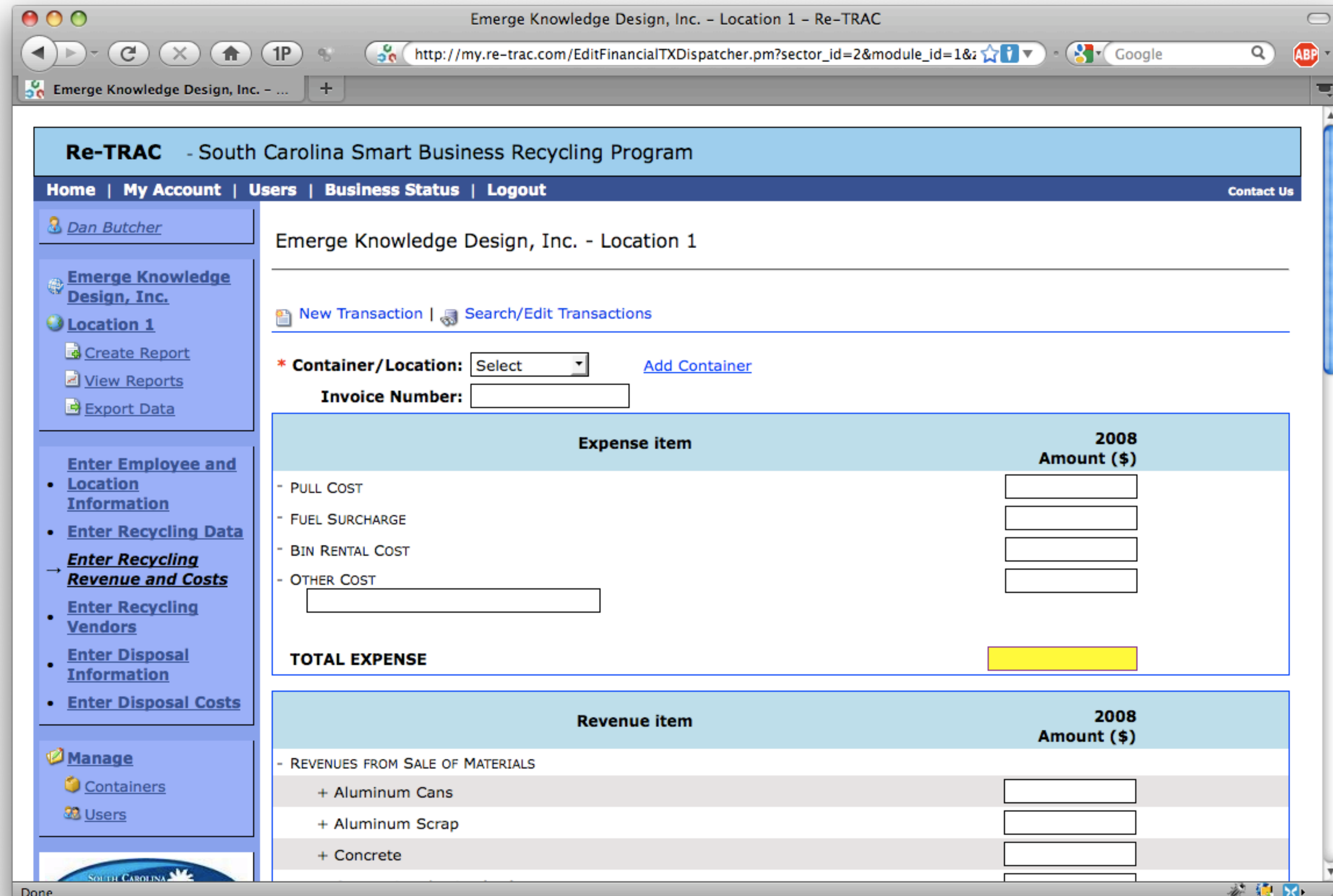


After the calculation has been made click on the “Submit” button to save your information.

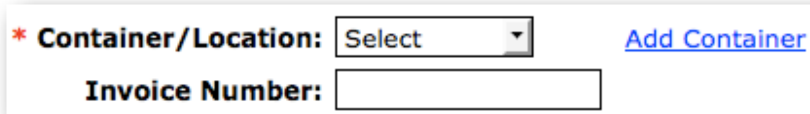


Step 4 - Enter Recycling Revenue and Costs

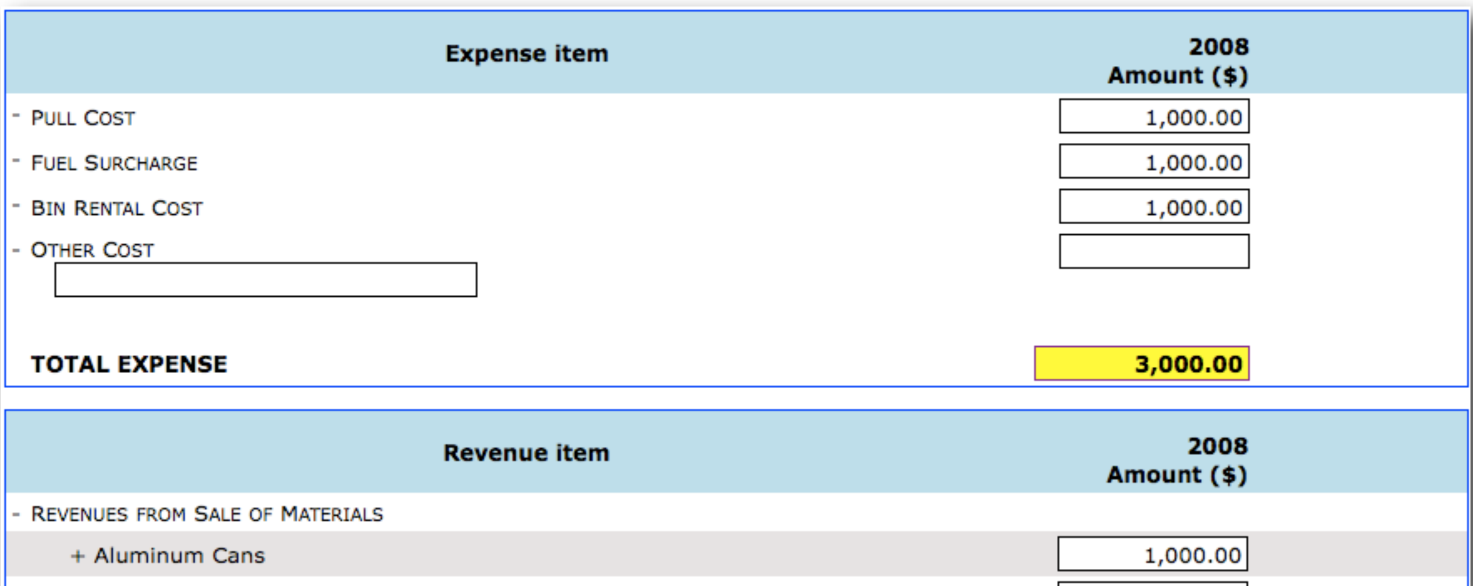
Click on the “Enter Recycling Revenue and Costs” link.



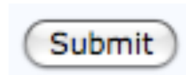
Select the appropriate container from the “Container/Location” drop down menu. If no “Container/Location” exist in the drop down menu then one can be added by clicking on the “Add Container” link. If a “Invoice Number” exists for this transaction then it can be entered in the “Invoice Number” text box. Note that “Invoice Number” is **not** a required field.



The “Recycling Revenue and Costs” screen is separated in to two sections. Those are Expense Items and Revenue Items. Enter the amount for your business in the appropriate fields. The “Total Expense” and the “Total Revenue” fields will be automatically calculated by the system.

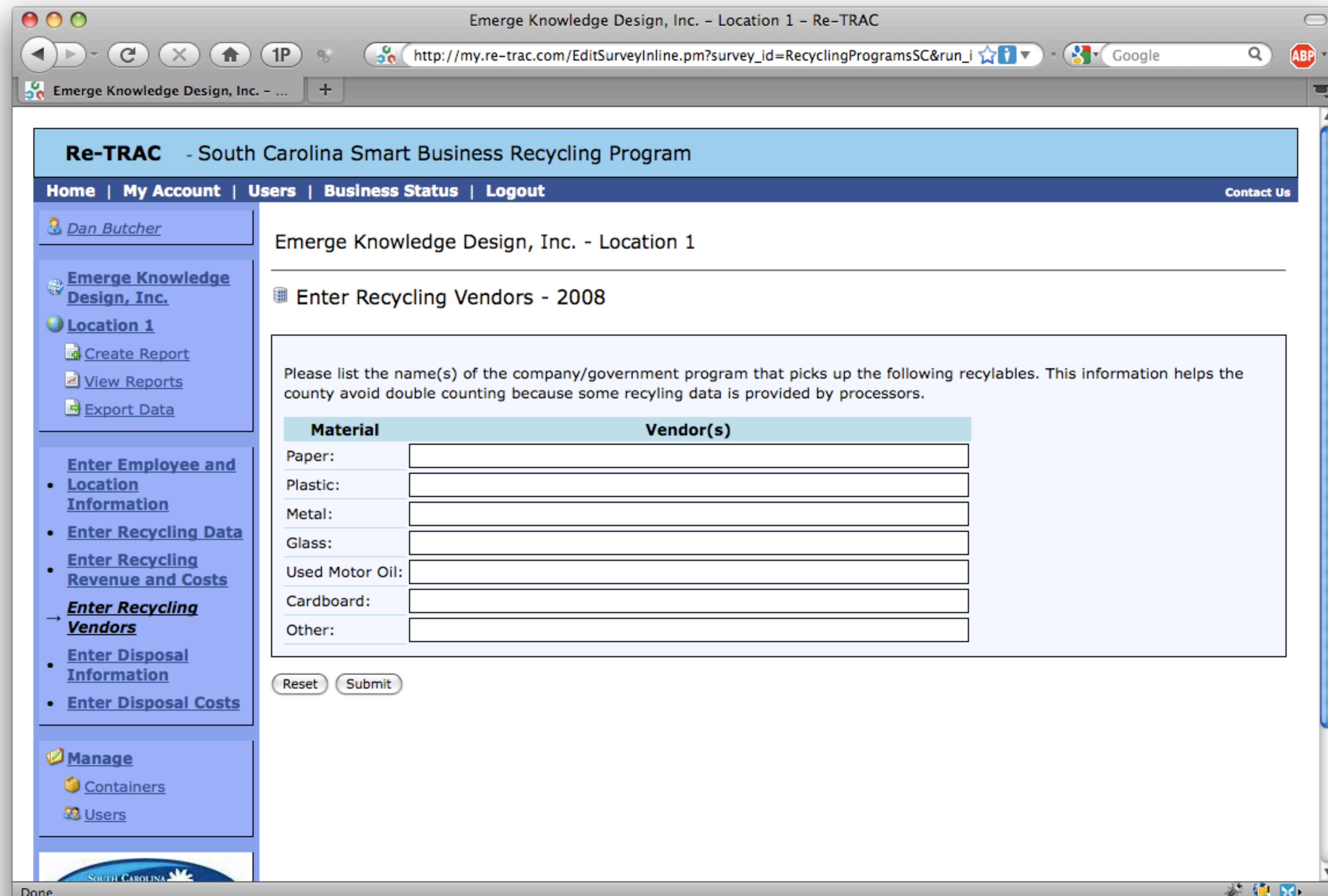


After entering all expenses and revenues click on the “Submit” button to save your information.

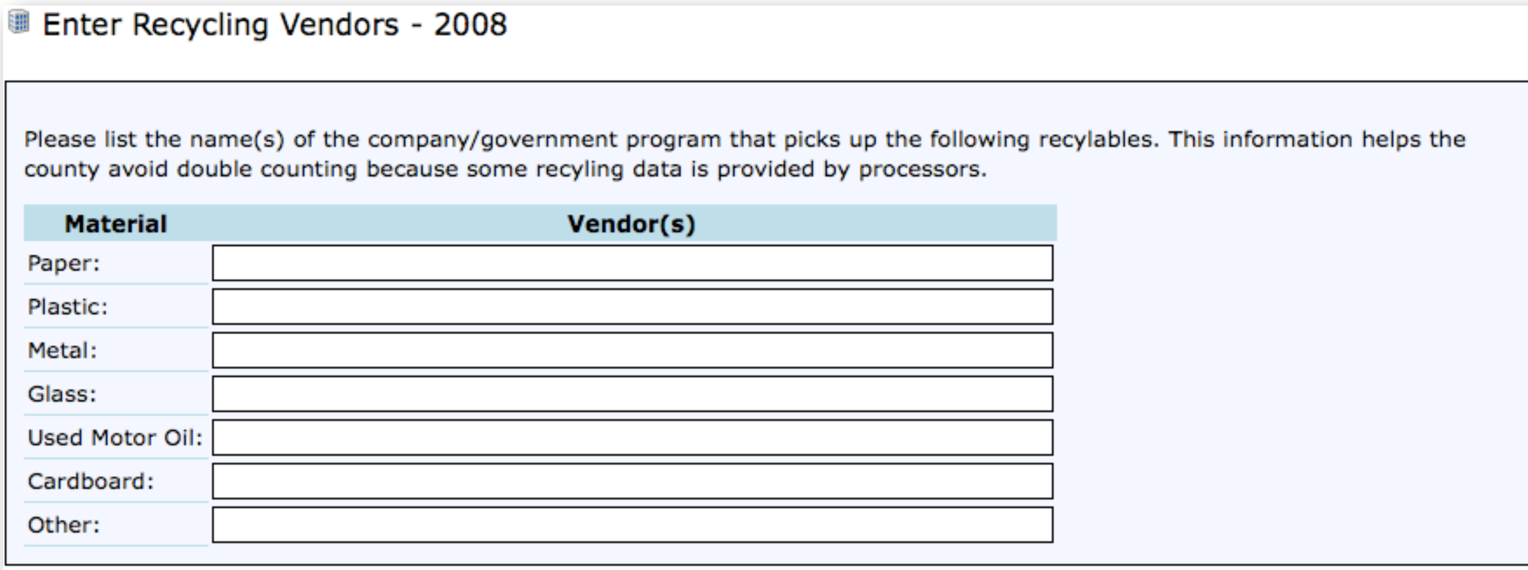


Step 5 - Enter Recycling Vendors

Click on the “Enter Recycling Vendors” link.



Type in the name of the vendor that collects any of the recycled material that is listed.

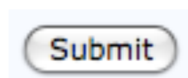


Enter Recycling Vendors - 2008

Please list the name(s) of the company/government program that picks up the following recylables. This information helps the county avoid double counting because some recyling data is provided by processors.

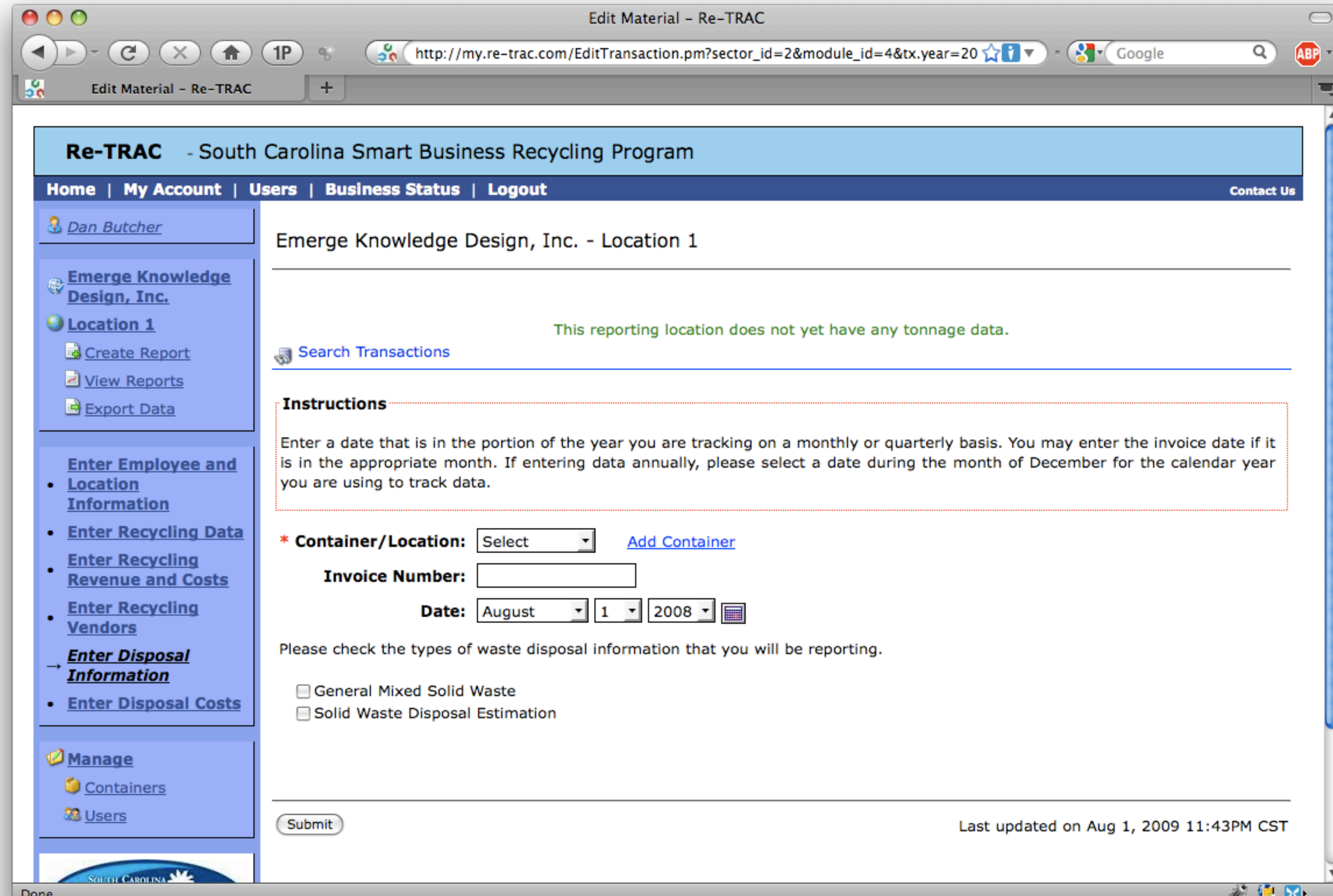
Material	Vendor(s)
Paper:	
Plastic:	
Metal:	
Glass:	
Used Motor Oil:	
Cardboard:	
Other:	

After entering all vendors click on the “Submit” button to save your information.

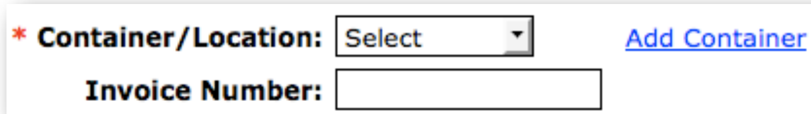


Step 6 - Enter Disposal Information

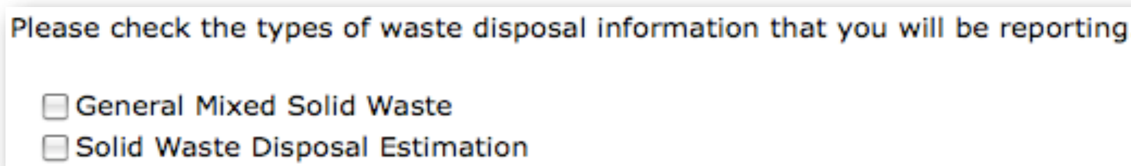
Click on the “Enter Disposal Information” link.



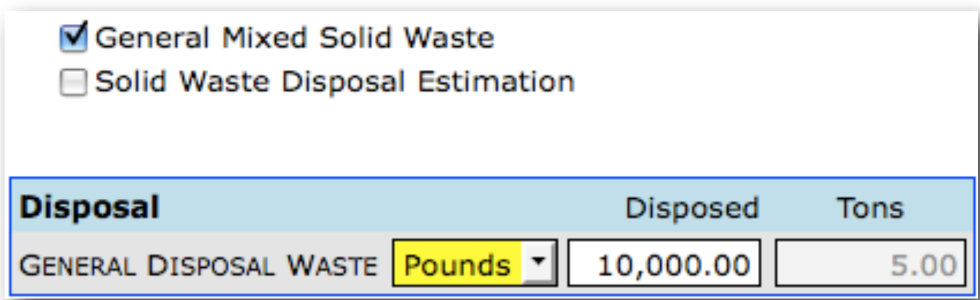
Select the appropriate container from the “Container/Location” drop down menu. If no “Container/Location” exist in the drop down menu then one can be added by clicking on the “Add Container” link. If a “Invoice Number” exists for this transaction then it can be entered in the “Invoice Number” text box. Note that “Invoice Number” is **not** a required field.



You will be prompted with two options for waste disposal. If you know the exact weights for solid waste/disposal select “General Mixed Solid Waste”. If you don’t know the exact weight of your solid waste/disposal select the “Solid Waste Disposal Estimation” option.



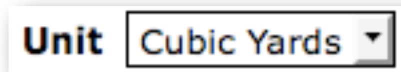
If you have selected the “General Mixed Solid Waste” option, enter the total in the “Disposed” field. You can also specify the unit of measurement of pounds or tons from the drop down menu. The system will automatically convert what you have entered into tons.



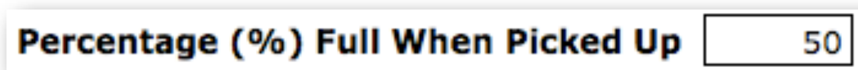
If you have selected the “Solid Waste Disposal Estimation”option, you will need to select a few options to complete the transaction.

Specify the size of the container/dumpster that you would like to estimate disposed weight for.

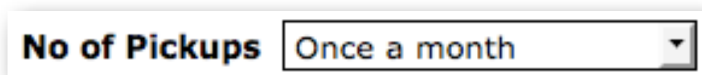
Specify the unit of measurement for the specified container/dumpster.



Specify how full the container/dumpster was when it was picked up. Enter the percentage, example if the container was half full enter 50 in the percentage field.

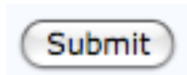


Specify the frequency in which the container is picked up.



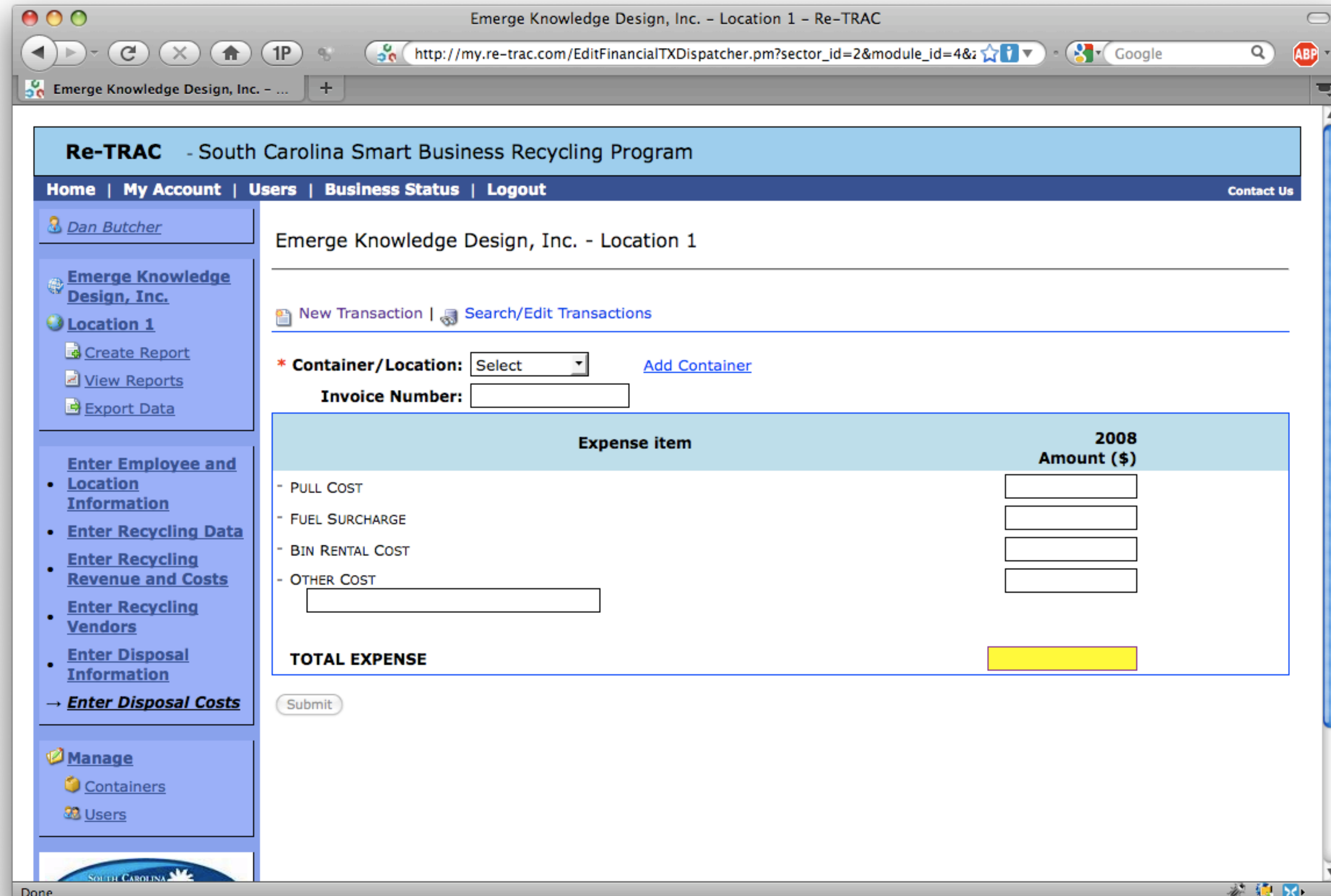
The system will automatically calculate a disposal number after all options have been specified.

After entering all disposal information click on the “Submit” button to save your information.

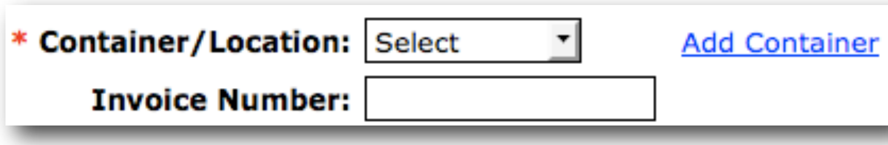


Step 7 - Enter Disposal Costs

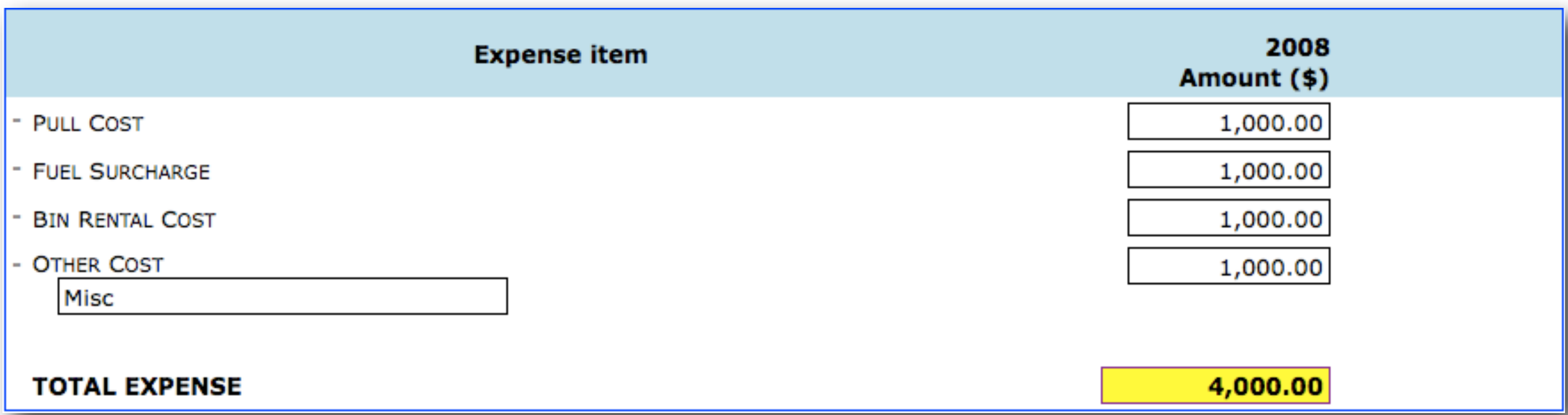
Click on the “Enter Disposal Costs” link.



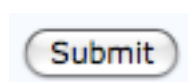
Select the appropriate container from the “Container/Location” drop down menu. If no “Container/Location” exist in the drop down menu then one can be added by clicking on the “Add Container” link. If a “Invoice Number” exists for this transaction then it can be entered in the “Invoice Number” text box. Note that “Invoice Number” is **not** a required field.



Enter the expense items related to your annual disposal activities in the expense fields. The “Total Expense” field will automatically be calculated.



After entering all disposal expense information click on the “Submit” button to save your information.

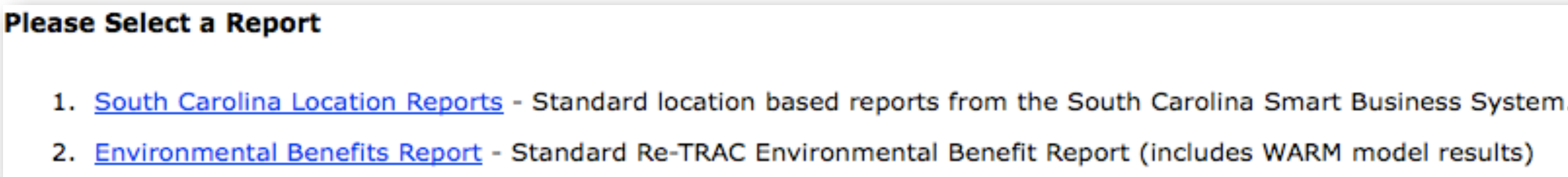


To confirm that all data has been successfully submitted click on the “Home” button located on the top menu bar. This will show you the status of data that has been entered into the system. If you see green check marks under each data category this indicates that data has been successfully submitted. An example of a data status page is shown below.

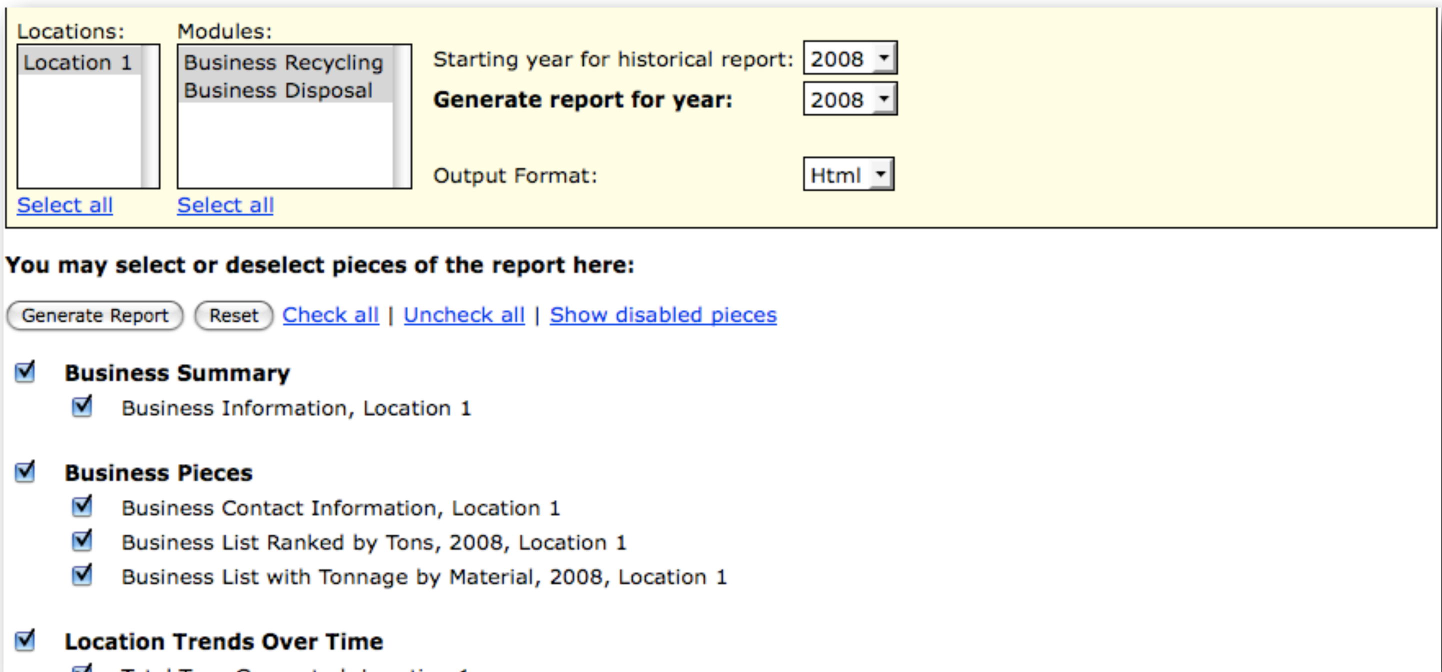
Creating Reports

To generate a report on data that has been submitted for your business click on the “Create Report” button found on the left hand navigation.

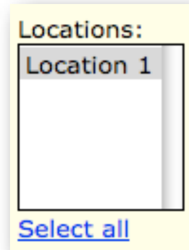
Two different report options are available. The first option is the “South Carolina Location Reports”. This report provides trend and program performance information for all locations within in your business. The second report that is available is the “Environmental Benefits Report”. This report is based off of the EPA WARM model and provides information on greenhouse gas emissions and energy saved by your company.



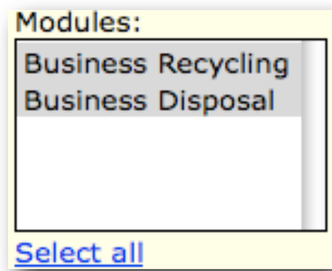
After selecting a report you will be prompted with options on how to customize the output of the report.



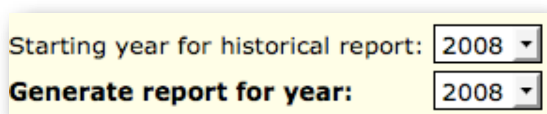
You can generate a report for a single, multiple or all locations within your business. Just select the locations from the “Locations” box that you want included. Note - holding down the control key while selecting a location will allow for multiple locations to be selected.



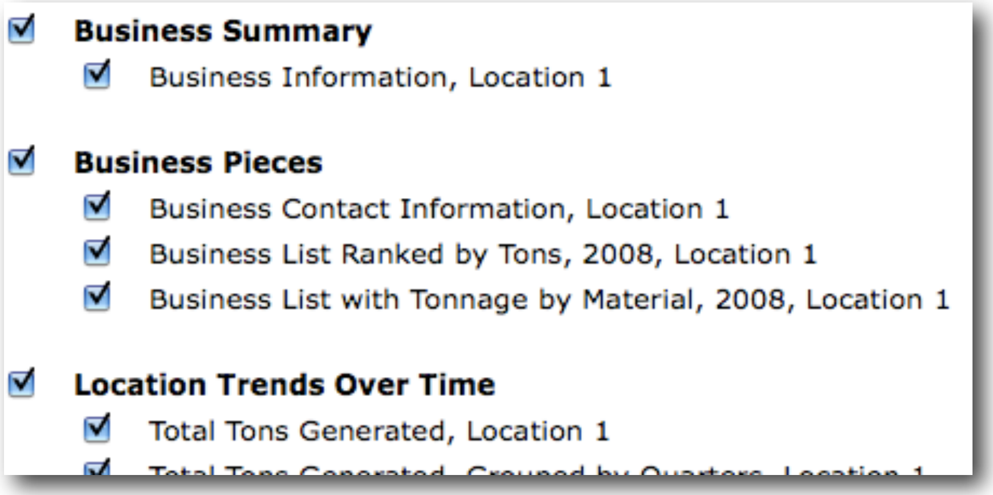
You can include or exclude recycling or disposal data from the report by selecting either of the modules from the “Modules” box.



Select the years in which you would like to include in the report. Selecting multiple years will allow you to see trends in recycling and disposal for your business.



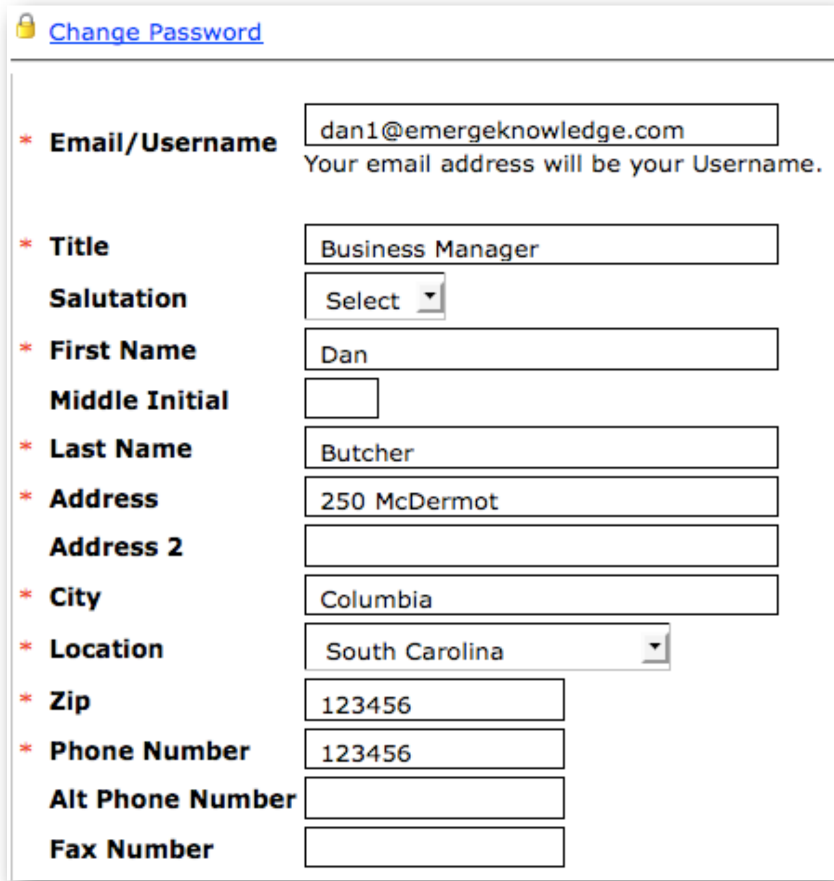
Select the different report pieces that you want to include in your report.



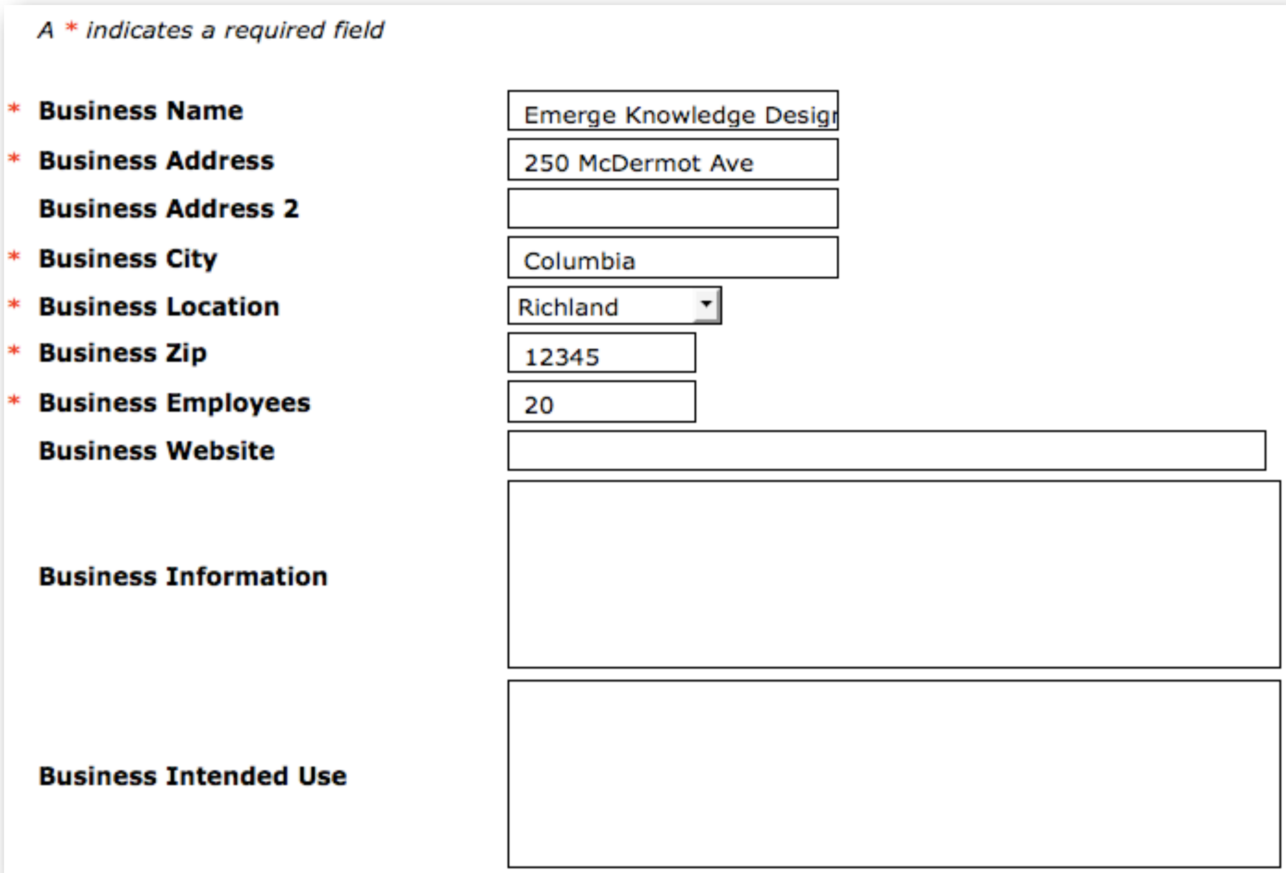
Click the “Generate Report” button to create your report.

Administration

To modify your account information click on the “My Account” button located in the menu bar near the top of the screen. This will allow you to change any of your personal information if it changes. You can also change your password from this page by clicking on the “Change Password” button.

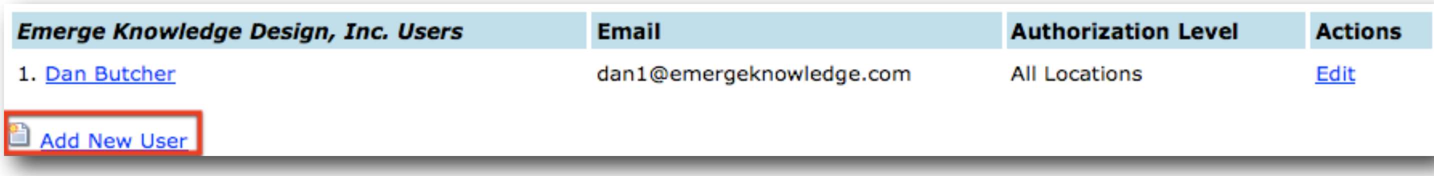


To modify any information about your business click on the “Business Information” link found on the menu bar located near the top of the screen.



To add users to the system click on the “Users” link located on the menu bar near the top of the screen. This will allow you to create additional accounts so that other can access the system. Access to view all business locations or an individual location can be granted.

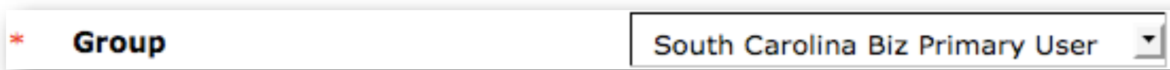
To add a new user click on the “Add New User” link.



Emerge Knowledge Design, Inc. Users	Email	Authorization Level	Actions
1. Dan Butcher	dan1@emergeknowledge.com	All Locations	Edit

Add New User

Complete all the required fields for the new user account. To allow a user access to all business reporting locations make sure that they are in the “South Carolina Biz Primary User” group.



To allow a user access to just one business reporting location select the “South Carolina Biz Reporting User” group and select the location that user should have access to.